

**MEETING MINUTES
CIVIL SERVICE COMMISSION
APRIL 25, 2019
WINCHESTER, CT 06098**

Item #1: Call to Order:

Commissioner Fran Delaney called the meeting to order at 5:34pm in the Lee Anne LeClaire Room, 2nd Floor, Town Hall, 338 Main Street, Winsted, CT 06098.

Item #2: Roll Call:

Present: Commissioner Fran Delaney and Joe Nichols

Absent & excused: Commissioner Skip Marsh

Item #3: Approval of Minutes:

A motion was made by NICHOLS and seconded by DELANEY to accept the meeting minutes of March 28, 2019. All in favor. Unanimous with one abstention.

A motion was made by NICHOLS and seconded by DELANEY to accept the special meeting minutes of April 8, 2019 as amended. Under **Item #4: Old Business: Maintainer III**, a total of 18 applications were received (not 19) and 13 candidates met the minimum criteria (not 14). All in favor. Unanimous with one abstention.

A motion was made by NICHOLS and seconded by DELANEY to defer to the orders of the day so that the Commission could speak to Willie Platt. All in favor. Unanimous.

Civil Service Proctor

Willie Platt was approached by Commissioner Delaney to see if he would be interested in serving as Proctor for Civil Service. He would need to ensure that test questions are asked the same, without bias, so not to give one applicant an advantage over another. Commissioner Nichols said that Civil Service is looking for the best possible hires to fill the positions in the town. Mr. Platt comes highly recommended for the position of Proctor. He serves on the Board of Directors of the Highland Lake Watershed Association and a member of the Highland Lake Water Level Committee. Willie has lived in Winsted since 1975, is vested in the town, and actively engaged in community events. The Commission will entertain how it can accommodate Mr. Platt for proctoring and have a separate discussion about compensation.

Item #4: Executive Session:

A motion was made by NICHOLS and seconded by DELANEY to enter Executive Session at 6:01pm. All in favor. Unanimous.

A motion was made by NICHOLS and seconded by DELANEY to exist Executive Session at 6:43pm. All in favor. Unanimous.

**Item #5: Old Business:
Maintainer III**

Testing for Maintainer III was conducted on 4/26/19 and 4/27/19. The test results showed that a total of 13 candidates were tested, 9 candidates passed, 3 did not pass and 1 applicant declined. Because there are 2 positions to be filled, the Commission is providing the top 6 candidate names on the Eligible's List to Public Works Director Jim Rollins for consideration. The remaining 3 candidates will remain on the Eligible's List.

Entry Level Police Officer

Pending. Commission is waiting for confirmation from Police Chief William Fitzgerald regarding status of the job search.

Public Works Department

Pending. Commission is waiting to hear from Jim Rollins regarding the position left vacant by Sheri-Lynn Cormier.

Town Planner

Pending further word from Town Manager Bob Geiger.

Office Clerk

Pending response from the Town Manager on status of position.

Chief Examiner

Civil Service was provided a job description for Chief Examiner on file with the town. The Commission will review and make changes as needed. Irene made a request to also generate a job description for Civil Service Secretary so that both job descriptions would be current.

Item #6: New Business:

Commissioner Delaney will follow up with Bob Geiger on the promotion from Maintainer III to Maintainer III Cemetery Attendant and report his findings to the Commission in May.

Item #7: Adjourn

A motion was made by NICHOLS and seconded by DELANEY to adjourn the meeting at 6:53pm. All in favor. Unanimous.

Respectfully submitted,

Irene Connole

Above Minutes have not been approved by the Civil Service Commission. Approval date will be the next regularly scheduled meeting.

cc: Commissioners Francis Delaney, Joseph Nichols, Skip Marsh
Town Manager Robert Geiger
Board of Selectmen